

## E-Mail ALPERSRU G/02

### Subj: CGHRMS RELEASE 4

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**Introduction** This E-Mail ALPERSRU describes transactions and reports implemented in Coast Guard Human Resources Management System (CGHRMS) Version 8, Release 4. Detailed procedures for using CGHRMS 8 can be accessed from HRSIC's web site at: <http://www.uscg.mil/hq/hrsic/cghrms/>.

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**Summary of New Transactions** This table lists SDA II/PMIS transactions migrated to CGHRMS. The new CGHRMS transactions will be enabled on 02 April 2002.

SDA II/PMIS	CGHRMS Menu	Notes
Allotments (L6DB) Change a Bond/Allotment Address (P800)	<b>PERSRU:</b> <a href="#">Compensate Employees</a> > <a href="#">Maintain Payroll Data (US)</a> > <a href="#">Use</a> > <b>Allotments</b>	Allows PERSRUs to start, stop or change bonds and most allotments. <ul style="list-style-type: none"><li>• The Allotment Update (change) option allows the user to change any allotment field, including the blanket code or EFT account information; separate start/stop events are not required.</li><li>• Voluntary Payment of Gov't Debt (T) and VEAP (E) allotment types can only be input or modified by HRSIC.</li><li>• MGIB (F) allotments can only be input by accession points (TRACEN Cape May, CG Academy and NOAA) and HRSIC.</li><li>• CG Mutual Assistance loan repayment allotments are input by CGMA Headquarters only.</li></ul>
	<b>Self-Service:</b> <a href="#">Self-Service</a> > <a href="#">Employee</a> > <a href="#">Tasks</a> > <b>Allotments</b>	Allows members to view a listing of all allotments in effect and to start, stop or update the following allotment types: <ul style="list-style-type: none"><li>• CG Association Dues/CGMA Contributions</li><li>• Insurance Premium</li><li>• Loan Repay Other</li><li>• Navy Mutual Aid Insurance</li><li>• Payment-Home Loan, Mtg, Rent</li><li>• Personal Savings</li><li>• U. S. Savings Bonds Series EE and I)</li><li>• Support of Dependents</li><li>• Other (Payment to any individual, vendor, or financial institution for any legal purpose not covered by other allotment types)</li></ul>

Note: See enclosure (1), Allotment Table of Rules, for a complete listing of allotment types and codes.

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#### Summary (cont'd)

SDA II/PMIS	CGHRMS Menu	Notes
Report Annual Screening Data (R900 Element Codes 13, 14 & 15)	<b>PERSRU:</b> <a href="#">Administer Workforce</a> > <a href="#">Administer Workforce (GBL)</a> > <a href="#">Use</a> > <b>Annual Screening Questionnaire</b>  <b>Self-Service:</b> <a href="#">Self-Service</a> > <a href="#">Employee</a> > <a href="#">Tasks</a> > <b>Annual Screening Questionnaire</b>	Drilling Selected Reservists, who have access to the Coast Guard Intranet and have provided CGHRMS with an email address, will be reminded annually, via email, to complete and submit the questionnaire in CGHRMS.  HRSIC will print and mail questionnaires to reservists who do not have access to CGHRMS. The reservist will complete the questionnaire, and return it to HRSIC. HRSIC will mail the completed questionnaire to the PERSRU for entry into CGHRMS and other appropriate action (in cases where a reservist indicates he/she is not available for mobilization or is physically unqualified to perform active duty).

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#### SDA II Changes

The ability to input Allotments (including address changes) and Annual Screening Data will be removed from SDA II on 28 March 2002.

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#### Reports

A unit roster, PDIF supplement and two competency reports are included in this release. Competency reports are:

1. Competencies (qualification codes)
  2. Accomplishments (awards, education, ASVAB scores, etc.)
- The reports are processed within CGHRMS and are delivered via email. It is no longer necessary to access the Vista Plus reports server to view competency reports.
  - The user may choose Adobe Acrobat (.pdf) or comma separated (.csv\*) file formats for the Unit Roster, Competency and Accomplishments reports. The PDIF is only available in .pdf format.
- \* .csv files can be imported in to a spreadsheet or local database.
- Unit Roster, Competency Accomplishments reports can be generated by employee class (active duty, SELRES, etc.) and by individual department or all departments for which an ISC or PERSRU is responsible for.
  - Report descriptions and menu paths are shown below.

Note: A training report (school completions) is in development and will be added in a future CGHRMS update.

Report	Menu Path
Unit Roster – Provides a listing of personnel, by department. Includes Employee ID, Rank, Grade, Name, Class, Expected Loss Date, AD Termination Date and Rotation Date	<a href="#">Administer Workforce</a> > <a href="#">Administer Workforce (GBL)</a> > <a href="#">Report</a> > <b>Unit Roster</b>
(Competency reports)	<a href="#">Develop Workforce</a> > <a href="#">Manage Competencies (GBL)</a> > <a href="#">Report</a> > (rpt title)
Accomplishments – Member's awards, education, foreign language skill and test scores	<b>Accomplishments</b>
Competencies – Member's qualification codes or other CGHRMS competency codes	<b>Competencies</b>
PDIF – Member's ASVAB scores, competencies, awards, education data, foreign language skill and training	<b>PDIF</b>

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**Questions**

Questions may be directed to the CGHRMS Help Desk at 785-339-3540 or via e-mail to [HRSIC-CGHRMS@hric.uscg.mil](mailto:HRSIC-CGHRMS@hric.uscg.mil). CGHRMS instructions and user access forms can be obtained from HRSIC's web site at: <http://www.uscg.mil/hq/hric/cghrms/>

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**Released by**

H. W. HEINEKEN  
Deputy Director

Encl: (1) Allotment Table of Rules

## Allotment Table of Rules

### Self-Service Allotments (can be entered by PERSRU)

Purpose and type code of Allotment	Allotment Limitation	Required Period?	Carry into Retirement?	Notes
Support of Dependents D (Discretionary)	None	No	Yes	May not be started on self.
Savings Bond Series-I G (Nondiscretionary)	None	No	Yes	\$30,000 limit per year
Home Loan Repayment, Set-A-Side Housing Program, mortgage or rent H (Discretionary)	None	No	Yes No	
Commercial Insurance I (Discretionary)	None	No	Yes	For payment of life insurance premiums for member and/or family
Credit Union/Bank Loan L (Nondiscretionary)	None	No	No	
Navy Mutual Aid Insurance M (Discretionary)	One	No	Yes	Member and family only
Other O (Discretionary)	None	No	No	Payment to any individual, vendor, or financial institution for any legal purpose not covered by other codes
Savings/Checking Accounts S (Discretionary)	None	No	Yes	Not payable to finance companies. Electronic Funds Transfers only
Saving Bonds-Series EE B (Nondiscretionary)	None	No	Yes	\$30,000 limit per year
CG Association/CGMA Contribution X (Discretionary)	None	No	Yes	Blanket payee's only

### Non Self-Service Allotments

Purpose and Type Code of Allotment	Allotment Limitation	Required Period?	Carry into Retirement?	Notes
CFC C (Nondiscretionary)	One	Yes	No	Will stop every December.
VEAP Education E (Nondiscretionary)	One	Yes	No	Refer to Section 7-D, CG PAYMAN (HRSIC only)
MGIB Education F (Nondiscretionary)	One	Yes	No	Refer to Section 7-E, CG PAYMAN (Accession points only)
Additional MGIB K (Nondiscretionary)	One	Yes	No	Increments of \$20. Total contribution not to exceed \$600 Must provide a stop date
Mutual Assist/Morale Armed Forces Relief Soc. American Red Cross L (Nondiscretionary)	None None None	Yes Yes Yes	Yes No No	CGMA Headquarters enters Mutual Assistance Loan repayment allotments.
Indebtedness T (Nondiscretionary)	None	Yes	Yes	Example: Defaulted VA loans (HRSIC only)